

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Client Name],

We are writing to confirm the payment arrangement made for your outstanding balance of [Insert Amount]. We appreciate your willingness to settle this matter and ensure timely payments.

The following payment schedule has been agreed upon:

- First Payment: [Insert Amount] due on [Insert Date]
- Subsequent Payments: [Insert Amount] due on [Insert Due Dates]

Please ensure that payments are made on or before the due dates specified to avoid any additional fees. If you have any questions or need to make further arrangements, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]